

EFFECTIVE

October 1, 2016.

Subject(s)

Adult Community Placement (ACP) series of the Adult Services Manual (ASM) has new section numbers and reorganization of existing policy information to individual topics:

1. ASM-004, Adult Community Placement Program (ACP)- Overview.
2. ASM-005, ACP Reasonable Accommodations and Person Centered Planning.
3. ASM-010, ACP Program Eligibility.
4. ASM-015, DHS-390 and DHS-54A Forms.
5. ASM-020, ACP Referral Process.
6. ASM-025, ACP Comprehensive Assessment.
7. ASM-030, ACP Service Methodology.
8. ASM-035, ACP Service Plan.
9. ASM-040, ACP Case Management and DHS-1212 Advance Negative Action Letter.
10. ASM-045, ACP Placement Criteria.
11. ASM-050, ACP Legal Statute, Definitions, and Facility Descriptions.
12. ASM-055, ACP Incident, Accident Reports, and Adverse Actions.
13. ASM- 60, BCHS Rules Concerning BCAL Forms and Record Keeping.
14. ASM-065, ACP Provider Enrollment.
15. ASM-075, ACP Payment, Warrant, and Recoupment.
16. ASM-077, ACP SSI/SDA Provider Rates.

17. ASM-080, ACP Nursing Care Facility Information and Transition.
18. ASM-085, ACP Coordination with Other Agencies.
19. ASM-090, ACP Case Closure.
20. Appendix A & B.
21. Obsolete items.

1) ASM-004

ASM-004, Adult Community Placement (ACP) Program Overview

The Adult Services Manual (ASM) Adult Community Placement (ACP) policy sections are reorganized and renumbered. Obsolete language is removed; and examples and policy clarification is provided. For example, Michigan Department of Health and Human Services (MDHHS) replaces Department of Human Services (DHS) and Michigan Department of Community Health (MDCH) and Bureau of Community and Health Systems (BCHS) replaces Bureau of Child and Adult Licensing (BCAL).

Note: Some forms retain the old agency initials (DHS, DCH, BCAL) preceding the current form number.

Adult Community Placement is the Medicaid State Plan for personal care services provided to residents in a licensed facility. The purpose of the Adult Community Placement (ACP) program is to provide a range of support and assistance related services to enable individuals to live safely in the least restrictive community-based care setting.

ASM-004 states the program purpose, mission and vision statement and describes services available as well as program goals, outcomes, handling of information and the legal authority of the program.

2) ASM-005

ASM-005, ACP, Reasonable Accommodations and Person Centered Planning

The requirements of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504) apply to

all Michigan Department of Health and Human Services (MDHHS) programs services and activities.

The adult services worker:

- Views each client as an individual with specific and unique circumstances.
- Approach's case planning holistically from a person-centered, strength-based perspective.
- Works cooperatively with other agencies to ensure effective coordination of services.

3) ASM-010

ASM-010, ACP Program Eligibility

An individual 18 years of age or older qualifies for Adult Community Placement (ACP) program services.

There are Medicaid eligible services and non-Medicaid eligible services as specified in this item along with program specific procedures.

MI Health Link for Integrated Care (ICO) program participant's information, as well as a list of the ICO partners that deliver services in participating counties, is provided.

4) ASM-015

ASM-015, DHS-390 and DHS-54A forms

The client or authorized representative must complete and sign a DHS-390, Adult Services Application, to receive the personal care supplement for the community placement of residence.

The DHS-54A, Medical Needs, form is required for **all** clients receiving Medicaid personal care services. A DHS-54A completed by a Veteran's Administration physician is acceptable as is a VA medical form (10-10M) in lieu of the DHS-54A.

The DHS-54A is no longer required for Medicaid (MA) ACP case clients on an annual basis after case opening. A DHS-54A is required at initial opening and only needed after if there are changes in the client's health.

5) ASM-020**ASM-020, ACP Referral Process**

Referrals by phone, mail, or in person at the local office must follow procedures for case registration, disposition, and documentation of enrollment as well as standard of promptness and referral transfer process are included in this item.

6) ASM-025**ASM-025, ACP Comprehensive Assessment**

The ASCAP comprehensive assessment is the basis for service planning and for the personal care supplement payment using the Activities of Daily Living (ADL) and Instrumental Activities of Daily Living (IADL) for medications. This item describes personal care and domiciliary care level of need, specialize care, and complex care needs of residents in an Adult Foster Care/Home for the Aged (AFC/HA).

7) ASM-030**ASM-030, ACP Service Methodology**

Case management is the primary service delivery method and assists adults to access needed medical, social, vocational, rehabilitative, and other services. This includes supportive services and protective intervention for specific needs, which require limited involvement of the adult services worker.

8) ASM 035**ASM-035, ACP Service Plan DHS-324-A, DHS-324-B**

The service plan directs the movement and progress toward goals identified jointly by the client, the facility and by the adult services worker.

9) ASM 040**ASM-040, ACP Case Management and DHS-1212 Advance Negative Action Letter**

Adult services workers and supervisors have the ability to access information on the status of contacts, reviews, payments, and provider management. Reports generated on ASCAP can aid the adult services worker's case management strategy.

During case management, an adult services worker may have a need to suspend or terminate personal care supplement payments on an active case using a **DHS-1212, Advance Negative Action Notice**.

10) ASM-045

ASM-045, ACP Placement Criteria, Responsible Agency and DHS/SSA-3471 Form.

This item provides a description of the following pre-placement process, Supplemental Security Income (SSI), State Disability Assistance (SDA), Placement, Responsible Agency, Assisted Placement, Voluntary relocation, 16 and 17 years old in AFC placement, youth aging out of MDHHS foster care and use of the DHS/SSA-3471 form.

11) ASM-050

ASM-050, ACP AFC Legal Statute, Definitions, and Rules Variances.

This item describes the legal statutes behind the licensing rules for Adult Foster Care (AFC) licensed family homes, small and large group homes, congregate facilities, and home for the aged (HA). This section also describes situations for BCHS license administrative rule variances.

Note: BCHS department forms currently have BCAL listed in front of the form number.

12) ASM-055

ASM-055, ACP BCHS Incident and Accident Report and Adverse Actions.

Explains the incident and accident report an adult services worker might receive from a licensing consultant or licensee as well as adverse actions for licensees that fail to follow rules that results in potential or actual harm or neglect of residents.

13) ASM-060

ASM-060, ACP BCHS Rules for forms and Record Keeping.

Each licensed facility has rules for recording keeping in order to satisfy licensing requirements. A list of required forms for each

facilities listed by need or an approved substitute if allowed for record keeping.

DHS-721, Provider Log Sheets, are no longer necessary for the licensee to keep and have signed by the adult services worker.

The license provider bills against the authorization created by the adult services workers and by doing so creates a record of providing services.

14) ASM-065

ASM-065, ACP Provider Enrollment

This item lists the licensee provider enrollment process for personal care supplement payments.

15) ASM-075

ASM-075, ACP Payment, Warrant, and Recoupment.

This item describes payments, warrants, and recoupment process for ACP personal care supplement authorizations.

16) ASM 077

ASM-077, SSI/SDA Provider Rates

This rate table shows the monthly provider rates and allowance allocated to a SSI/SDA resident. A list is updated when the cost of living adjustments are instituted by the federal government. This section will reflect any legislative increases in the monthly personal care supplement rate when they occur.

17) ASM-080

ASM-080, ACP Nursing Care Facility Information and Transition.

This item explains complaints regarding nursing care facility, involuntary relocation, facility closing and how to assist a person in transition from nursing facility to another living arrangement.

18) ASM-085**ASM-085, ACP Coordination with Other Agencies.**

To ensure clients are appropriately placed or relocated, adult services workers should maintain open ACP case for 90 days for MDHHS clients who have been admitted to a nursing care facility for rehabilitation, who plans to return an AFC/HA.

19) ASM-090**ASM-090, ACP Case Closure**

The adult community placement case must have all documentation and narrative entered in ASCAP before the case is closed. Payments must be ended prior to case closure.

**20) Appendix A &
B****ASM 379A-ACP, Appendix A DMH/DSS Agreement and ASM 379B-ACP, Appendix B Definitions/Institutions for Appendix A.**

Corrected terminology of "mentally retarded" to the current DSV diagnosis wording of "intellectually disabled" or "intellectual disability".

21) Obsolete

The following manual items were obsoleted:

- ASM 371--ACP, Program Overview
- ASM 372--ACP, Program Requirements
- ASM 373--ACP, Program Procedures
- ASM 374--ACP, Placement
- ASM 375--ACP, Nursing Home Transition
- ASM 376--ACP, Facilities
- ASM 377--ACP, Monthly Provider Rates
- ASM 378--ACP, Resources

Note: Historical policy can be accessed from the DHS internal policy manuals by changing the effective date. The policy manuals can be accessed from either:

- Start/Programs/Policy Manuals/Policy Manuals.
- MDHHS intranet under Popular Links/Policy Manuals.

- The [Michigan Department of Health and Human Services \(MDHHS\) public website under Inside MDHHS/Policy and Planning/Policy Manuals](#).

Reason: Policy clarifications, terminology changes including the merger between MDCH and DHS to MDHHS.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Added Items ...

[ASM 004](#)
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Changed Items ...

[ASM 379A](#)
[ASM 379B](#)